

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
RECORDS MANAGEMENT/LIVE SCAN TECHNICIAN

DEFINITION:

Under general supervision of assigned manager, this position is responsible to sort, scan, process and maintain department/agency records per current medium, and provide live scan support to maintain Tehama County Department of Education efficiency.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Collects, sorts, prepares, organizes, and scans documents according to established procedure; label and enter documents into the adopted electronic records storage program.
- Prepares files and forward documents for recycling and/or shredding.
- Processes records requests according to established procedures in a timely manner.
- Archives and maintains inventory of storage of non-electronic department/agency documents.
- Works with personnel to establish archive needs of each department.
- Ensures that department/agency personnel are knowledgeable and kept current about records management principles and requirements and provides record management training as needed.
- Performs live scan fingerprinting for the purpose of electronically capturing fingerprint images and accompanying data for transmission to the Department of Justice.
- Performs a variety of office clerical work as assigned.
- Attends meetings as assigned for the purpose of conveying and/or gathering information on records management required to perform the functions of the position.
- Maintains confidentiality.
- Participates in job-related training for the purposes of staying current with record retention and fingerprinting laws and regulations.
- Performs additional tasks as assigned.

QUALIFICATIONS:

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described.

Experience and Training:

- High school graduation or equivalent.
- Two years PC and data entry experience OR two years recent experience in office/clerical work related to record keeping.

Knowledge of:

- Basic operation of computer platforms, scanners and printers; basic networking standards.
- Record keeping and file maintenance principles, procedures, laws and regulations.
- Microsoft Office suite.

Ability to:

- Communicate clearly and concisely, both orally and in writing.

- Carry out written and oral instructions.
- Use initiative within established procedures and rules.
- Establish and maintain effective working relationships.
- Provide attention to detail.
- Prioritize a variety of confidential work tasks.
- Work with others in a cooperative, productive manner.
- Sustain a large document scan/workload and complete assigned tasks in a timely manner.
- Perform physical requirements of the job, including minor lifting of document boxes.
- Analyze situations carefully and adopt effective courses of action, based upon experience, policies and procedures.
- Operate a variety of office equipment including a scanner, copier, computer, printer and assigned software.
- Keyboard accuracy at an acceptable rate.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.